



# STATE OF MONTANA

## INVITATION FOR BID (IFB)

(THIS IS NOT AN ORDER)

IFB Number:  
110011

IFB Title:  
State Homeland Security Grants Program, Grants Liaison Services

IFB Due Date and Time: July 21, 2010  
2:00 p.m., Mountain Standard Time

Number of Pages: 12

### ISSUING AGENCY INFORMATION

Procurement Officer:  
Sally Byrd

Issue Date:  
June 30, 2010

Department of Military Affairs  
Centralized Services Contracts  
1956 Mt Majo Street, P O Box 4789  
Fort Harrison MT 59636  
Sbyrd@mt.gov

Phone: (406) 406-324-3331  
Fax: (406) 324-3335  
TTY Users, Dial 711

Website: <http://vendor.mt.gov/>

### INSTRUCTIONS TO BIDDERS

COMPLETE THE INFORMATION BELOW AND  
RETURN THIS PAGE WITH YOUR BID AND  
ANY REQUIRED DOCUMENTS TO THE  
ADDRESS LISTED ABOVE UNDER "ISSUING  
AGENCY INFORMATION."

Mark Face of Envelope/Package:

IFB Number: 110011  
IFB Due Date: Wednesday July 21, 2010

Special Instructions:

### BIDDERS MUST COMPLETE THE FOLLOWING

Payment Terms: Net 30 days

Delivery Date:

Bidder Name/Address:

Authorized Bidder Signatory:

(Please print name and sign in ink)

Bidder Phone Number:

Bidder FAX Number:

Bidder E-mail Address:

**IMPORTANT: SEE STANDARD TERMS AND CONDITIONS**

# Standard Terms and Conditions

**By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:** The State reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the State. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

**ACCESS AND RETENTION OF RECORDS:** The contractor agrees to provide the department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Section 18-1-118, MCA). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the State's solicitation document and a vendor's response, the language contained in the State's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the department. (Section 18-4-141, MCA.)

**AUTHORITY:** The attached bid, request for proposal, limited solicitation, or contract is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

**COMPLIANCE WITH LAWS:** The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

**CONFORMANCE WITH CONTRACT:** No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of the State Procurement Bureau. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

**DEBARMENT:** The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the State.

**DISABILITY ACCOMMODATIONS:** The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

**FACSIMILE RESPONSES:** Facsimile responses will be accepted for invitations for bids, small purchases, or limited solicitations ONLY if they are completely received by the State Procurement Bureau prior to the time set for receipt. Bids, or portions thereof, received after the due time will not be considered. Facsimile responses to requests for proposals are ONLY accepted on an exception basis with prior approval of the procurement officer.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the department may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the State of Montana.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

**HOLD HARMLESS/INDEMNIFICATION:** The contractor agrees to protect, defend, and save the State, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in

favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the State, under this agreement.

**LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**PAYMENT TERM:** All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the State is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate State electronic funds transfer payments.

**RECIPROCAL PREFERENCE:** The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for nonconstruction services for public works as defined in section 18-2-401(9), MCA, and then only if federal funds are not involved. For a list of states that grant resident preference, see <http://gsd.mt.gov/ProcurementServices/preferences.mcp.x>.

**REDUCTION OF FUNDING:** The State must terminate this contract if funds are not appropriated or otherwise made available to support the State's continuation of performance in a subsequent fiscal period. (See section 18-4-313(4), MCA.)

**REFERENCE TO CONTRACT:** The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

**REGISTRATION WITH THE SECRETARY OF STATE:** Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

**SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SHIPPING:** Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the State of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

**TAX EXEMPTION:** The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

**TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED:** Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Section 18-5-603, MCA.) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning nonvisual access standards.

**TERMINATION OF CONTRACT:** Unless otherwise stated, the State may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.

**VENUE:** This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Section 18-1-401, MCA.)

**WARRANTIES:** The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.

## **SECTION 1: GENERAL REQUIREMENTS**

### **1.0 INTRODUCTION**

The STATE OF MONTANA, Disaster and Emergency Services Division (hereinafter referred to as "the State" or DES) is soliciting bids for DES State Homeland Security Grants Program (SHSGP), Grant Liaison Services. A more complete description of the supplies and/or services sought is provided in Section 3 of this IFB. Bids submitted in response to this solicitation must comply with the instructions and procedures contained herein.

### **1.1 CONTRACT TERM**

The contract term is for a period of one year beginning upon contract execution and ending June 30, 2011. Renewals of the contract, by mutual agreement of both parties, may be made at one-year intervals, or any interval that is advantageous to the State. This contract, including any renewals, may not exceed a total of 3 years or exceed a total contract value of \$100,000.00, at the option of the State.

### **1.2 INSTRUCTIONS TO BIDDERS**

**1.2.1 Procurement Officer Contact Information.** Contact information for the procurement officer is as follows:

Procurement Officer: Sally Byrd  
Address: 1956 Mt Majo Street, Po Box 4789, Fort Harrison MT 59636  
Telephone Number: 406-324-3331 Fax Number: 406-324-3335  
E-mail Address: sbyrd@mt.gov

**1.2.2 Examination of Solicitation Documents and Explanation to Bidders.** Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the procurement officer in writing. The bidder making such request will be solely responsible for its timely receipt by the procurement officer. Replies to such notices may be made in the form of an addendum to the solicitation.

**1.2.3 Interpretation or Representations.** The State of Montana assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

**1.2.4 Acknowledgment of Addendum.** If the IFB is amended, then all terms and conditions which are not modified remain unchanged. It is the bidder's responsibility to keep informed of any changes to the solicitation. **Bidders must sign and return with their bid an Acknowledgment of Addendum for any addendum issued.** Bids that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

**1.2.5 Extension of Prices.** In the case of error in the extension of prices in the bid, the unit price will govern. In a lot bid, the lot price will govern.

**1.2.6 Bid Preparation Costs.** The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The State is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a purchase order or contract.

## **1.4 BID SUBMISSION**

**1.4.1 Bids Must Be Sealed and Labeled.** Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to IFB 110011. ***Bids must be received at the Contracting and Procurement Officer's desk of the Department of Military Affairs prior to 2:00 Mountain Standard time, July 21, 2010.*** All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the bid.

**1.4.2 Late Bids.** ***Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

**1.4.3 Bidder's Signature.** The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the offer has been established without collusion and without effort to preclude the State of Montana from obtaining the best possible supply or service.

**1.4.4 Alternate Bids.** Vendors may submit alternate bids (a bid on supplies other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as "Primary" and "Alternate."

## **1.5 CHANGE OR WITHDRAWAL OF BIDS**

**1.5.1 Change or Withdrawal PRIOR to Bid Opening.** Should any bidder desire to change or withdraw a bid prior to the scheduled opening, the bidder may do so by making such request in writing to the procurement officer listed in Section 1.2.1 above. This communication must be received prior to the date and hour of the bid opening by a request in writing or facsimile to the procurement officer (e-mail notices containing prices are not allowed and will be disqualified).

**1.5.2 Change AFTER Bid Opening But Prior to Bid Award.** After bids are opened, they may not be changed except to correct patently obvious mistakes and minor variations as allowed by ARM 2.5.505. The bidder shall submit verification of the correct bid to the State prior to the final award by the State.

## **1.6 BID AWARDS**

**1.6.1 Basis for Award.** Bid award, if made, will be to the responsive and responsible bidder who offers the lowest cost to the State in accordance with the specifications set forth in the invitation for bid.

**1.6.2 Rejection of Bids.** While the State has every intention to award a contract as a result of this IFB, issuance of the IFB in no way constitutes a commitment by the State of Montana to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this IFB (18-4-307, MCA);
- Waive any undesirable, inconsequential, or inconsistent provisions of this IFB which would not have significant impact on any bid (ARM 2.5.505); or
- If awarded, terminate any contract if the State determines adequate state funds are not available (18-4-313, MCA).

## **SECTION 2: SPECIAL TERMS AND CONDITIONS**

### **2.1 MEETINGS**

The Contractor is required to meet with the State's personnel, or designated representatives, to resolve technical or contractual problems that may occur during the term of the contract or to discuss the progress made by Contractor and the State in the performance of their respective obligations, at no additional cost to the State. Meetings will occur as problems arise and will be coordinated by the State. The Contractor will be given a minimum of three full working days notice of meeting date, time, and location. Face-to-face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings, two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract.

### **2.2 CONTRACTOR STATUS**

Contractors are required to comply with the provisions of the Montana Workers' Compensation Act while performing work for the State of Montana in accordance with the sections 39-71-400-435, MCA. Proof of compliance must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status. Neither the Contractor nor its employees are employees of the State. This insurance/exemption must be valid for the entire term of the contract. A renewal document must be sent to the State DMA Contracts Officer, P.O. Box 4789, Helena, MT 59636, upon expiration.

### **2.3 INSURANCE REQUIREMENTS**

**2.3.1 General Requirements.** The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Contractor, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

**2.3.2 Primary Insurance.** The Contractor's insurance coverage shall be primary insurance with respect to the State, its officers, officials, employees, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by the State, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**2.3.3 Specific Requirements for Commercial General Liability.** The Contractor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$300,000.00 per occurrence and \$600,000.00 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns, or subcontractors.

The State, its officers, officials, employees, and volunteers are to be covered and listed as additional insureds; for liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products, and completed operations; premises owned, leased, occupied, or used.

**2.3.4 Specific Requirements for Automobile Liability.** The Contractor shall purchase and maintain coverage with split limits of \$500,000 per person (personal injury), \$1,000,000 per accident occurrence (personal injury), and \$100,000 per accident occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of the contractor or its officers, agents, representatives, assigns, or subcontractors.

The State, its officers, officials, employees, and volunteers are to be covered and listed as additional insureds for automobiles leased, hired, or borrowed by the Contractor.

**2.3.5 Deductibles and Self-Insured Retentions.** Any deductible or self-insured retention must be declared to and approved by the state agency. At the request of the agency either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the State, its officers, officials, employees, or volunteers; or (2) at the expense of the Contractor, the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

**2.3.6 Certificate of Insurance/Endorsements.** A certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverage's, has been received by the State DMA, Contracts Officer 1956 Mt Majo Street, PO Box 4789, Fort Harrison MT 59636. The Contractor must notify the State immediately, of any material change in insurance coverage, such as changes in limits, coverage's, change in status of policy, etc. The State reserves the right to require complete copies of insurance policies at all times.

## **2.4 CONTRACTOR PERFORMANCE ASSESSMENTS**

The State may do assessments of the Contractor's performance. This contract may be terminated for one or more poor performance assessments. Contractors will have the opportunity to respond to poor performance assessments. The State will make any final decision to terminate this contract based on the assessment and any related information, the Contractor's response and the severity of any negative performance assessment. The Contractor will be notified with a justification of contract termination. Performance assessments may be considered in future solicitations.

## **2.5 CONTRACT TERMINATION**

**Termination for Cause.** The State may, by written notice to the Contractor, terminate this contract in whole or in part at any time the Contractor fails to perform this contract.

## **SECTION 3: SPECIFICATIONS AND PRICING SCHEDULE**

### **Overview**

The Department of Military Affairs oversees all activities of the Army and Air National Guard, Disaster and Emergency Services Division, Challenge Program, Centralized Services Division, and provides administrative support to the Veterans Affairs Division, which is administratively attached to the department.

The Disaster and Emergency Services Division of Montana Dept of Military Affairs administers the State Homeland Security Grant Program (SHSGP) designed to provide financial assistance to local, tribal, and state agencies in emergency planning and equipment that fit within the terrorism mitigation and response goals of the federal Department of Homeland Security.

The Department of Military Affairs, Disaster and Emergency Services Division is soliciting for a contractor to provide grant liaison services and grants administration services for the SHSGP within the Division of Emergency Services specific to the Montana Citizen Corps.

The Montana Citizen's Corp is a program within the Governor's Office of Community Service. The Montana Citizen Corps mission is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds. The Montana Citizen Corps in conjunction with the Office of Military Affairs and DES ask Montana Citizens to embrace personal responsibility to be prepared by; getting training in first aid and emergency skills, volunteering in your local community, supporting local emergency responders and others in disaster relief and community safety, making sure you and your family is prepared for an emergency.

### **Major Duties or Responsibilities**

Contractor will coordinate grant program reporting systems and procedures to ensure compliance with state/federal program and funding requirements. Evaluating and analyzing all grant requirements to ensure project compliance by the applicant and eventual grantee. This involves comparing the components of the application to the specific programmatic requirements and actual projected accomplishments to ensure thresholds such as matching funds, grant ceilings and eligibility are met.

Responsible for numerous contracts spanning several program years and utilizing internal tracking system for the contract duration, involving review of current reporting system and maintaining a spreadsheet that contains specific items such as correspondence, reports, contracts and subcontracts, contract expiration dates, total requests and allocations for funds to date, report compliance dates, etc.

Requires contractor to coordinate fiscal procedures to ensure compliance with applicable laws and regulations, and ensure efficient operations. This involves researching budgeting and accounting issues at the state and federal levels (e.g., program matches and splits, funding limitations, spending authorities, etc.); assessing internal, federal, and state systems and policies; and consulting with department accounting staff and federal agencies.

Contractor will coordinate with SHSGP Manager, grant recipients and agency staff to maintain internal reporting for grant programs. Contractor will monitor program awards and allocations



according to program goals and objectives, departmental and program priorities. Coordinate with grant entities the reconciling of balances according to accepted professional and department accounting practices and standards. Contractor to coordinate ongoing accounting related duties such as accounts payable, accounts receivable, payroll, grant disbursements, reporting and reconciliations.

In coordination with the Homeland Security Grants Manager, contractor ensures procedures are followed that establish the basis by which contracts are monitored and progress assessed for all compliance areas.

Evaluates the progress of grantees in administering contracts and provides technical assistance. In coordination with the Homeland Security Grants Manager, negotiates solutions to complex contractual problems. This involves ensuring that any compliance issues are resolved quickly and that the integrity of the contract is maintained.

Provides contract management and oversight to ensure compliance with established schedules, milestones, and performance requirements; ensuring the effective flow of information in a timely, consistent manner; keeping the project within DHS intent and award; and ensuring that projects develop smoothly from conception to completion.

Prepares and develops project specific and programmatic performance and evaluation reports for the Department. This involves following established procedures and guidelines that ensure that specific information required by statute and policy is obtained, stored and presented in a clear, accurate, and concise manner in order to demonstrate program performance, maintain continued funding and positive audit results.

Provides liaison assistance to specific grant recipients, provides technical support in the various application processes, the screening of applications by providing programmatic information on each program, answering questions that may arise, researching alternatives when issues are identified, and ensuring that sub grantees meet program requirements and statutory requirements.

Reviews program laws, administrative rules, policies, and procedure to develop written recommendations for grant program improvements and reporting forward.

Monitors grant program expenditures to ensure that each program's allocated budget authority is expended as designated and tracks program funding levels through the review of accounting reports and approval of program reimbursements.

Researches, evaluates and compiles programmatic data and reports. This includes utilizing reporting and accounting requirements, systems, and deadlines; providing technical assistance to program participants in the coordination and submission of reporting data; evaluating data and resolving anomalies, incomplete or conflicting data; preparing analyses and summaries of data; and compiling information into appropriate report formats.

Assisting local partners with determining eligibility and grant requirements as pertaining to actual conditions and needs within any local government or state entity. Procedures followed are all DHS regulations, guidelines, and federal law as pertaining to Homeland Security grants administered by the state. Assisting grant applicants with resolving problems surrounding a grant application to ensure timely expenditures by local partners result in applications that surpass a minimum threshold for potential funding, and/or that can be resubmitted with minimal changes in a future granting cycle.

Interpreting grant guidelines established at the federal level for use within Montana's local jurisdictions and communities. This requires a high level of communication in both written and verbal formats to explain to local partner organizations the future goals of the DHS programs, technical components of individual grants, and general tips for completing successful grant applications that secure funding and are defensible in an audit or legislative oversight environment.

Guidelines primarily come from the Department of Homeland Security through specific grants that the DMA has applied for and been awarded.

Contractor will utilize established forms, checklists, and other written material, which provides the structure for contract performance evaluations.

This position performs a variety of other duties in support of ongoing program operations. This includes coordinating special projects, attending meetings and conferences, and participating in ongoing training and educational programs as directed.

### **Minimum Qualifications**

#### **Knowledge, Skills and Abilities:**

Contractor to have knowledge of grant administration, principles and practices of governmental accounting, and finance, including the ability and skill in the use of the generally accepted accounting practices. Requires expert knowledge of the concepts and theories of federal and state grant program administration and grant writing; knowledge of emergency planning operations, local and state law enforcement, security, and concepts and purposes of the U.S. Department of Homeland Security; basic knowledge of accounting principles, budgetary principles, and cash management; and knowledge of intergovernmental relations, audit procedures, and DMA and state government operations.

Contractor required to have extensive experience and skill in the operation of Microsoft Word, Microsoft Excel and progressively proficient skills in the use of specialized software applications. Contractor to have ability to apply general accepted accounting practices and applications for financial tracking and have the ability to track multiple funding sources.

Requires the ability to establish and maintain effective working relationships with others; to communicate effectively verbally and in writing; to reconcile accounting records; interpret and apply a variety of State and Federal laws and regulations in a consistent manner; to analyze and interpret accounting and financial data; and to prepare accurate and complete financial and programmatic reports.

Contractor will be required to provide timely and concise information to others verbally and in writing. Contractor to utilize strong competent communication skills to ensure that communication occurs among all organizational levels, between all appropriate people and encourages open expression of ideas and opinions in support of Division and SHSGP Manager and established policies and guidelines. Listens effectively, transmits information accurately, understandably and appropriately, and actively seeks constructive feedback. Includes ability to speak and write effectively, with an emphasis on customer orientation. Ability to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to rules or practices.

Demonstrates ability to develop rapport and maintain long-term associations with others both internal and external to the agency. Able to share due credit with coworkers; display enthusiasm and promote friendly group working environment; work closely with other departments as necessary; support group decisions, solicit input from coworkers and display team spirit.

Contractor to demonstrate ability to focus effort and direction on organizational goals and objectives. Assume accountability for actions, and results; follows through on issues to completion; point out problems; and ask questions others may have overlooked or been reluctant to acknowledge.

Contractors are required to comply with the provisions of the Montana Independent Contractors laws while performing work for the State of Montana in accordance with the sections 39-71-400- 435, MCA. Proof of compliance must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status. Neither the Contractor nor its employees are employees of the State. While performing services under this solicitation and subsequent contract successful contractor will present themselves as a DES SHSGP contractor, Grants Liaison.

Qualifications as listed above will be evaluated and considered as well as the cost of services prior to negotiating contract with offeror.

### **Travel requirement**

Incumbent contractor will be required to attend meetings that are mostly local, with in Helena and Fort Harrison areas. There will be occasional travel requirements for the contractor to provide these services within the state of Montana. No more than six, two to three day travel requirements.

## **SECTION 4: Bid Submittal**

### **4.0 Considerations for Bidding**

Contractor bid to include all expenses incurred by contractor. Disaster and Emergency Services Office is located at Fort Harrison and is the base of operations for these services. The Division will be providing office space, computer, postage, copies and captive software for the performance of these services. Contractor to be available for weekly meeting and data calls with Grant Manager located at Fort Harrison Montana.

### **4.1 Bid Submission**

Offeror to provide resume for individual assigned to provide the services as described herein, resume to include any experience, training, certifications, association membership and other information specific to grant administration. Offeror to provide with bid submission, three professional references relevant to grant management or administration, including complete contact information. Total cost for providing services as described in this solicitation. Cost submitted by offeror to cover all cost incurred, including travel, by contractor to provide described services.

### **IFB Checklist**

Have you remembered to:

- Check our website for the latest addendum to the IFB
- Sign each "Acknowledgment of Addendum" if required
- Sign your bid on our cover sheet
- Mark your mailing envelope or box with the IFB number and the opening date under your return address
- Carefully review the "Standard Terms and Conditions"
- Carefully review all listed requirements to ensure compliance with the IFB
- Initial all bid/pricing changes you made
- Bid F.O.B. Destination (Ship To: Address) Freight Prepaid